

CITY OF HELENA



Position Title: Traffic Control Technician I

Department: Public Works

Division: Traffic

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to perform a variety of skilled manual labor tasks assisting other Traffic Control Technicians using common hand and power tools; perform a variety of skilled manual labor tasks, associated with installing and maintaining traffic control signs, and devices; participate in traffic studies; and operate light equipment as assigned.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

This position is responsible for performing manual labor involved in the construction and placement of traffic control signs, signals and pavement markings; setting up work zone traffic control and channelization to provide safety for workers and public; fabricating, assembling and installing traffic signs and assisting in the installation of traffic control devices; constructing rebar reinforcement cages for signal pole bases; and pouring concrete and grout as needed after pole installation.

The position also operates manually propelled pavement marking machines, aerial lift truck, front end loader, backhoe, air compressor, jack hammer, post pounder, sand blaster, acetylene torch, arc welder, pipe threader/cutter, distance measurers, magnetic locator, rock drill, trailers and a variety of hand and power tools. The incumbent will also perform routine preventative maintenance to ensure that machines and equipment necessary to the job are reliable and continue to run smoothly when needed. The position may also be required to operate a dump truck/plow for plowing and sanding during snow removal for the Streets Division.

The incumbent also assists in maintaining records of location, condition and type of traffic control signs and devices; collecting data related to traffic engineering studies; maintaining traffic signals; providing traffic and crowd control for major events, such as parades; and correcting or eliminating sight obstructions in accordance to applicable program.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- The methods, materials and equipment used in traffic sign and device installation and traffic management.
- The Manual of Uniform Traffic Control Devices (MUTCD)

Skill or ability to:

- Use common hand and power tools, along with knowledge of hazards and safety practices.
- Work with concrete and group.
- Perform manual labor in adverse weather conditions.
- Work independently and complete assigned tasks on schedule.
- Establish and maintain positive relationships with employees, the public and other agencies.
- Remain calm and professional when dealing with stressful traffic situations.
- Work overtime and respond to call outs during off hours and weekends.

Physical Demands:

Performs a variety of physical activities including lifting, climbing and crawling. Requires various types of physical exertion, such as: prolonged bending, stooping, and lifting; and driving vehicles and/or equipment for long periods of time. Lifting 75 to 100 pounds.

May be exposed to a variety of hazardous and/or unpleasant field conditions, including: wet, rainy, cold, or hot weather; and traffic. Works outside and inside in all weather conditions.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of high school graduation or equivalent AND two (2) years related experience in construction or maintenance work. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT Class B Commercial Driver's License within 60 days of hire.

Must possess or be able to obtain within twelve months: IMSA Signs and Marking Certification (Level 1) and knowledge of MUTCD.

Supervision Received:

Works under immediate supervision of the Traffic Control Technician III.

Supervision Exercised:

Supervises daily work of assigned temporary employees

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.